

How to Report COVID-19 Therapeutic Stock (Inventory), Administrations, and Dispositions (Wastage/Returns) in HPOP

See below for step-by-step instructions on how to report [Stock \(inventory\)](#), [Administrations](#), and [Dispositions \(wastage/returns\)](#) in the enhanced HPOP system.

***Note:** Inventory and administration reporting for the oral antivirals, Paxlovid, and Lagevrio, is required at least **twice a month** by 11:59 pm on the 15th and on the last day of the month.*

*For any sites currently storing sotrovimab, bam/ete, REGEN-COV, bebtelovimab, or Evusheld, inventory reporting is required **once a month** by 11:59 pm on the last day of the month.*

Stock (Inventory) Reporting Instructions

1. Log in to HPOP with your credentials at <https://hpop.hhs.gov>
2. Navigate to “Maintain Site Orders/Inventory” on site page
3. Click on “Stock” tab. This will show the most recent inventory report date and quantity for each product. Previous reports can be found under “Stock History”
4. To record new inventory, click “Create Stock” in top right corner of the page

Response Product Type	Response Product	Product Label	Stock Date	Line Number	Quantity	Lot Number	Lot Expiration Date	Actions
COVID-19 / Therapeutic	Paxlovid [0345-30] (00069-0345-30)	Paxlovid [0345-30]	08/01/2023	1	3 Courses			View
COVID-19 / Therapeutic	Paxlovid [1085-30] (00069-1085-30)	Paxlovid [1085-30]	06/27/2023	1	0 Courses			View
COVID-19 / Therapeutic	Lagevrio (molnupiravir) (min 15 courses) (00006-5055-06)	Lagevrio (molnupiravir) (min 15 courses)	06/05/2023	1	0 Courses			View
COVID-19 / Therapeutic	Paxlovid (renal) (00069-1101-20)	Paxlovid (renal)	06/05/2023	1	0 Courses			View

- a. A new sidebar will open. Select “COVID-19/Therapeutic” for the Product Response Type
 - b. Select the Response Product you are reporting
 - i. NOTE: Paxlovid currently has two different NDC numbers that have been distributed. Please select the correct NDC number for the product you have on hand.
 - c. The Stock Date will default to the date you are reporting
 - d. Enter the Quantity that you have on hand
 - e. Click “Create”
5. The inventory quantity you just entered and the date will now be updated under the corresponding Response Product in the “Stock” tab.
 6. If you accidentally reported the wrong quantity or selected the wrong date when reporting your stock for that day, you can edit your entry under “Stock History.” To edit an inaccurately reported Stock:
 - a. Click on “Stock History”

- b. Select "COVID-19/Therapeutic" for the Response Product Type
- c. Select the Response Product you are editing
- d. Click "Go"
- e. The search will default to inventory reports for the previous 7 days. To see all reports, click the 'x' beside "Stock Date Period Last 7 days"
- f. Click "Edit" under the "Actions" for the entry you would like to edit
- g. Update the date and/or quantity as necessary
- h. Click "Save"

Administration Reporting Instructions

Note: Creating a new administration does NOT automatically adjust your site's stock (inventory) on hand. You must manually report your site's stock (inventory) each time you report administrations.

1. Log in to HPOP with your credentials at <https://hpop.hhs.gov>
2. Navigate to "Maintain Site Orders/Inventory" on site page
3. Click on "Administered" tab. This will show the most recent Administered Date and quantity for each product. Previous reports can be found under "Administered History"
4. To record new administration, click "Create Administered" in top right corner of the page

The screenshot shows the HPOP interface with the 'Administered' tab selected. At the top, there are buttons for 'Site Information', 'Administered History', and 'Create Administered'. Below these are fields for Federal PIN, State PIN, Group, ACTIVE SITES, NPI, License, and License Expiration Date. A search bar is present above the table. The table has columns: Response Product Type, Response Product, Administered Date, Line Number, Quantity, Lot Number, Lot Expiration Date, and Actions. The 'Administered' tab is highlighted in the sidebar. The table contains 8 rows of data for COVID-19 Therapeutic products, including Paxlovid and Lagevrio, with their respective administered dates and quantities.

Response Product Type	Response Product	Administered Date	Line Number	Quantity	Lot Number	Lot Expiration Date	Actions
COVID-19 / Therapeutic	Paxlovid [1085-30] (00069-1085-30)	06/08/2023	1	3 Courses			View
COVID-19 / Therapeutic	Paxlovid [1085-30] (00069-1085-30)	06/05/2023	1	0 Courses			View
COVID-19 / Therapeutic	Lagevrio (molnupiravir) (min 15 courses) (00006-5055-06)	06/05/2023	1	0 Courses			View
COVID-19 / Therapeutic	Paxlovid (renal) (00069-1101-20)	06/05/2023	1	0 Courses			View
COVID-19 / Therapeutic	Paxlovid [1085-30] (00069-1085-30)	06/01/2023	1	0 Courses			View
COVID-19 / Therapeutic	Lagevrio (molnupiravir) (min 15 courses) (00006-5055-06)	06/01/2023	1	0 Courses			View
COVID-19 / Therapeutic	Paxlovid (renal) (00069-1101-20)	06/01/2023	1	0 Courses			View
COVID-19 / Therapeutic	Paxlovid [1085-30] (00069-1085-30)	05/30/2023	1	1 Course			View

- a. A new sidebar will open. Select "COVID-19/Therapeutic" for the Product Response Type
 - b. Select the Response Product you are reporting
 - i. NOTE: Paxlovid currently has two different NDC numbers that have been distributed. Please select the correct NDC number for the product you have on hand.
 - c. The Administered Date will default to the date you are reporting
 - d. Enter the Quantity that you have administered **since the last time you reported**
 - e. Click "Create"
5. The Administered quantity you just entered and the date will now be updated under the corresponding Response Product in the "Administered" tab.
 6. If you accidentally reported the wrong quantity or selected the wrong date when reporting your administrations, you can edit your entry under "Administered History." To edit an inaccurately reported Administration:
 - a. Click on "Administered History"
 - b. Select "COVID-19/Therapeutic" for the Response Product Type
 - c. Select the Response Product you are editing
 - d. Click "Go"
 - e. The search will default to inventory reports for the previous 7 days. To see all reports, click the 'x' beside "Administered Date Period Last 7 days"
 - f. Click "Edit" under the "Actions" for the entry you would like to edit

- g. Update the date and/or quantity as necessary
- h. Click "Save"

Disposition (Wastage/Return) Reporting Instructions

*Note: Please be sure to check extended expiry dates prior to wasting expired products on the [ASPR website](#). Pfizer maintains expiry date extensions for Paxlovid at www.paxlovidlotexpiry.com. **After checking for the true expiration date online, dispose of any expired product** on-site in accordance with the HPOP attestation or contact the manufacturer for return.*

*Non-expired product not currently authorized for use (Evusheld, bam and bam/ete, bebtelovimab, REGEN-COV, and sotrovimab) is eligible for return to the manufacturer or disposal on-site **if no longer able to be stored**.*

Doses discarded on site and doses returned to the manufacturer must be reported in HPOP under the Dispositions tab.

1. Log in to HPOP with your credentials at <https://hpop.hhs.gov>
2. Navigate to “Maintain Site Orders/Inventory” on site page
3. Click on “Dispositions” tab. This will show the most recent Disposition date, type, reason, and quantity for each product previously reported (if any).
4. To record new disposition, click “Create Disposition” in top right corner of the page

The screenshot shows the HPOP 'Orders / Inventory' page. The 'Dispositions' tab is highlighted in the top navigation bar. The 'Create Disposition' button is highlighted in the top right corner. The page shows fields for Federal PIN, State PIN, Group, ACTIVE SITES, NPI, License, and License Expiration Date. A search bar is at the bottom.

- a. A new sidebar will open. Select “COVID-19/Therapeutic” for the Product Response Type
 - b. Select the Response Product you are reporting
 - i. NOTE: Paxlovid currently has two different NDC numbers that have been distributed. Please select the correct NDC number for the product you are reporting.
 - c. Select the Disposition Type
 - d. The Disposition Date will default to the date you are reporting
 - e. Select the Disposition Reason
 - f. Enter the Quantity in courses
 - g. Select the Contact
 - h. Enter a description (not required – enter if further information necessary)
 - i. Click “Create”
5. The Disposition date, type, reason, and quantity you just entered will now be updated under the corresponding Response Product in the “Dispositions” tab.

If you need further assistance, contact the NCDHHS COVID-19 Therapeutics Team at covid19testingandtreatments@dhhs.nc.gov